

RELOCATION PROGRAM



Moving Made Easy

Relocation 101

Defense Installation Messaging
System (DIMS) Introduction and
Refresher

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Relocation Program Manager, DoD



**13th Annual Joint Services/Agency/ERC
Relocation Training Conference**



The Relocation 101 DIMS Refresher MilitaryINSTALLATIONS DIMS Processes and Resources

This session will explore education and development aspects in the following areas:

- DIMS registration, login, and contact information updates
- oLearn modules
- MilitaryINSTALLATIONS (MI)resources, manuals, and guides
- Creation of messages and updates to information
- Content editing
- Photo additions and attachments
- Certification
- Reports



Login and Registration for DIMS Access

- **Certificate registration procedures**
- **Technical assistance - DIMS and eSponsorship Application and Training eSAT)**
- **DIMS user profile contact information changes**
- **Relocation Assistance Program (RAP) Service Representative contacts**



Login and Registration for DIMS Access

DoD Notice and Consent

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only.

By using this IS, (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

NOTICE TO USERS

Use of this system constitutes consent to security monitoring and testing.
All activity is logged with your host name and IP address.

☒ I do not agree. ☐ I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site.

Proceed to Login



Certificate Registration Procedures

Troops & Families	Leadership	Service Providers	Search
Defense Installation Messaging System			Military OneSource 24/7 family assistance 1-800-342-9647
Welcome Print Login User Guide PMM/MI Content Manual Small Installation Guide USAREC Content Manual Newsletters FAQs			
Create Message	Messages	Certification	Articles Contact Information Major Unit Listings Photo Gallery

Certificate Registration Procedures

The Military Community and Family Policy (MC&FP) Office of Communications has implemented the use of DoD Public Key Infrastructure (PKI) authentication in accordance with DoD policy. This Application is for authorized users only and requires a valid DoD PKI certificate such as a CAC or ECA certificate.

First time visitors must register to gain access. The registration and approval process for access to this application could take up to 24 hours.

NOTE FOR WINDOWS VISTA USERS: (Please do the following if you are using Internet Explorer):

1. Click the "Tools" menu option and select "Internet Options"
2. Select the "Advanced" tab at the right of the dialog box
3. Scroll down to the bottom of the list
4. Check the "Use SSL 2.0" option
5. Click "OK"
6. Shutdown all running browser sessions

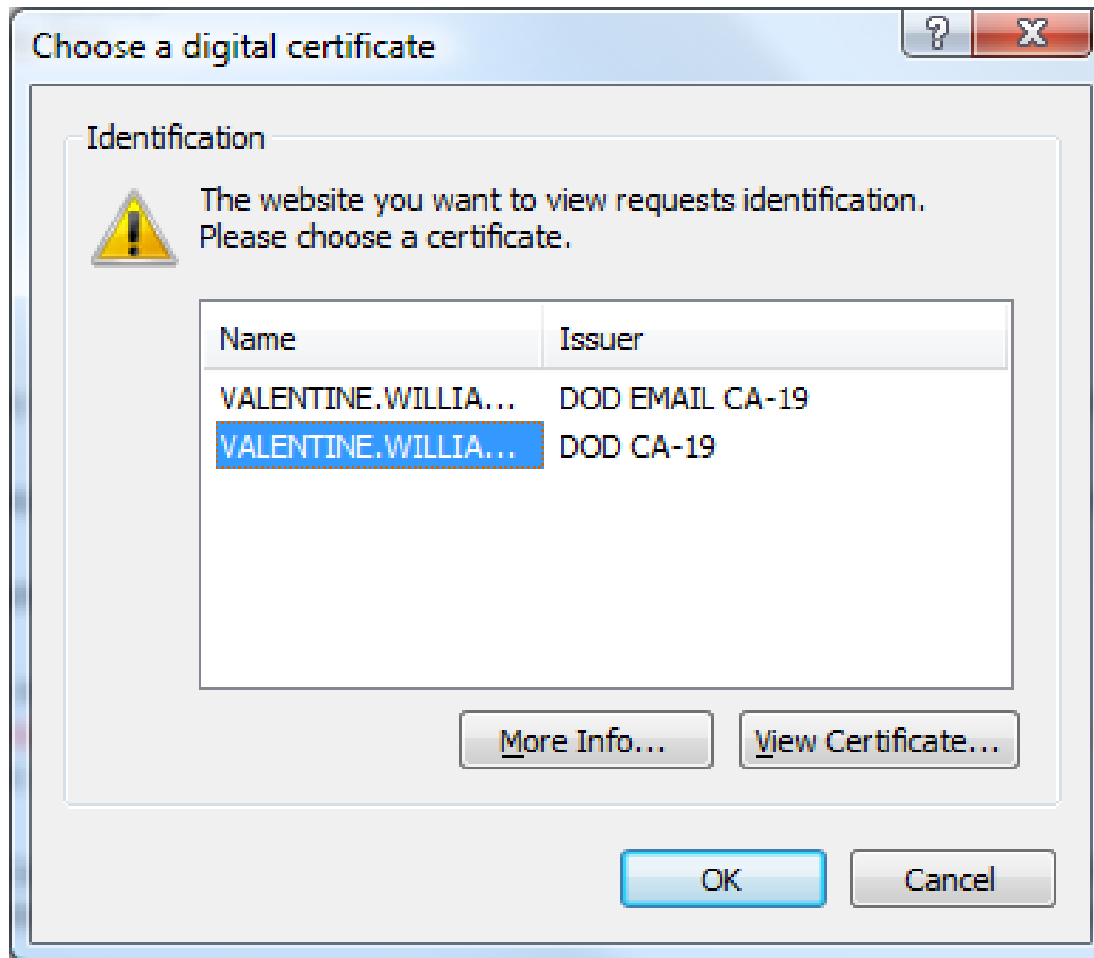
REGISTRATION PROCESS:

1. Ensure that your certificate is functioning correctly in your browser. If you are having any difficulties, please contact your network administrator or local help desk.
2. When your certificate has been imported, you may click on the link below to register your certificate and request access.
3. After clicking on the link below, you will be prompted to select a PKI Certificate.
 - Be aware that you may have multiple certificates in the dialog box.
 - **Make sure that you do not select the e-mail certificate. Look in the lower half of the screen at the "Issued by:" field; ensure it does not contain the word E-Mail.**
 - Once the correct certificate is selected, click OK to continue with the registration process.
4. You will then be directed to the MC&FP Office of Communications (OC) Access Application Processing Systems (AAPS) registration page. Once you click on the "Next Page" link, you will be guided through a series of screens to allow you to request access to the secure content section of MHF.
5. Once you complete the process you will receive a series of emails:
 - The first email will be from the OC Registration staff and will confirm that you have requested access and have requested to register your certificates with the OC.
 - The second email will be from the OC Helpdesk and will verify that your request has either been approved or disapproved. If your request has been approved, this email will also verify that your account has been created and that you now have access.
6. If you have any difficulties completing the registration process, please contact the OC Helpdesk at 1.888.363.6431 (DoDMHF1).

[Register](#)



Digital Certificates





ActivClient Login

ActivClient Login

ActivIdentity
ActivClient

Please enter your PIN.

PIN

OK Cancel



DoD Notice and Consent

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- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
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Proceed to Login



DIMS Homepage

Monday April 30, 2012



Office of Military Community Outreach

Defense Installation Messaging System (DIMS)

Welcome Stephanie Nordhoff

[Print](#) [Contact US \(Technical Assistance Only\)](#) [User Guide](#) [eSAT Resources](#) [PMM/MI Content Manual](#) [Small Installation Guide](#) [USAREC Content Manual](#) [Newsletters](#) [FAQs](#) [Logout](#)

Create Message

Messages

Certification

Articles

Contact Information

Major Unit Listings

Photo Gallery

Reports

Submit Request

Reset

Submit Request

Installation

[Select an Installation] ▼

Topic

[Select a Topic] ▼

Subject

Request/Change (Limit: 32000 Characters)

B *I* U **ABC** | | Styles ▼ Format ▼ **REC** |



Contact Us (Technical Assistance Only)

DIMS (Feedback/Help)

We appreciate your comments and suggestions. We use this information to continue to improve our Websites and Applications.

Mail is monitored 8AM to 8PM Monday thru Friday, with the exception of government holidays falling on a weekday.

Please direct specific personal questions or concerns to Military OneSource, a 24/7 information and referral service provided at no cost to military members and their families. You can contact Military OneSource at 800-342-9647 in the Continental U.S., International toll free 800-342-9647, or International collect 484-530-5908.

Please make sure to indicate which best describes the content of your message. For technical issues, you may attach a screen shot of the specific page or area showing the problem or you may call the MC&FP Office of Communications HelpDesk at 1.888.363.6431 (1.888.DoD.MHF1)

- ☐ Accessibility Assistance: If you are experiencing difficulties accessing using a text reader, please provide us with a description of the problem and we will do our best to correct the problem promptly.
- ☒ Comments and Suggestions: For any general comments or questions.
- ☐ Technical Support: For any issues you may have regarding technical portions of the site including broken links, problems logging in, registration etc.

Please use the form below to submit your message.

*** Fields are required.**

*** From (Name)**

*** From Email Address**

*** Subject**

*** Branch of Service**

*** Message**

Attachment

Privacy Advisory - Use of Feedback is voluntary. Use of your e-mail is necessary as a means for us to respond to your requests or suggestions. Use of your e-mail resulting from this submission will be limited to our response.



Military Community and Family Policy Portal: <http://apps.mhf.dod.mil>



Office of Military Community Outreach

<http://apps.mhf.dod.mil>

Welcome! This portal provides quick access to MC&FP websites, publications and staff services.

NOTE: A valid Common Access Card (CAC) or ECA certificate is required to access authenticated MC&FP Office of Military Community Outreach applications and websites. If you require access to a specific application, proceed to that application and select the "First Time User" button to initiate the registration and approval process. If no "First Time User" button exists on the application you require access to, please contact the Helpdesk at

 1.888.363.6431  (1.888.DoD.MHF1).

Policy and Procedures

- » DoD/ECA Root Certificate Install Procedures
- » Fact Sheets

ePublications

[Military OneSource eNewsletter](#)

Bimonthly online publication featuring events, initiatives and program work done by the offices within MC&FP to support military personnel and their families.



Staff Applications: Single Sign On (SSO) Account Registration

» OCE Daily Check

» Posting Content on Social Media Sites

» TAR Utilization

» Taxonomy Modifications

Websites

» EFMP Education Directory

» MOS Discussion Boards

» Blog Brigade

» MSEP Jobs

» HOMEFRONTConnections

» MilitaryHOMEFRONT

» MilitaryINSTALLATIONS

» Military OneSource

» Military Youth on the Move

» eSponsorship Training

» Plan My Move

Staff Services

MC&FP Style Guide

This online style guide is for writers and designers developing content for Military Community and Family Policy (MC&FP). The guide is intended to encourage consistency in the look, feel, and tone of content to include content developed for MC&FP websites and applications, onlineLearning modules, print products (such as guides or brochures), social media, and conference materials.

MC&FP Information & Resources Portal

Online resources to include specific DoD and MC&FP information to assist all MC&FP staff - rosters, distribution lists, office locations, global calendar, graphics and administrative tools.

Monthly Activity Report Application (MARA)

Database of monthly statistics for OC websites and applications.

Tasking, Assignments and Reporting (TAR)

Online project management system for development and maintenance of all OC websites and applications.

Staff Applications

» C&Y Demographics Report

» AMS

» CMM

» DIMS

» MyPASS

» NNCMS

» SSO Account Registration

» Taxonomy Maintenance

» ASD

» iCMS

» MHF Secure File Maintenance

» USA4 Military Families (Admin)

» PMM Calendar Administration

» SSO Account Registration (Pre)



DIMS User Profile Contact Information Changes

My Profile

My Role Requests



My Applications

[Application Messaging System \(AMS\)](#)
[CMM](#)
[Conference Workshops](#)
[Defense Installation Messaging System \(DIMS\)](#)
[DoD PSD9 Commitment Summary](#)
[Global Calendar](#)
[iCMS](#)
[MARA](#)
[MC&FP Information & Resources](#)
[MilitaryHOMEFRONT Secure Content](#)
[Plan My Move](#)
[Tasking, Assignments, and Reporting \(TAR\)](#)
[USA4 Military Families](#)

My Profile

* ID: 55423

* User ID: NORDHOFF.STEPHANIE.L.1063846658 (Current IP: 68.9.119.96)

* First Name:

* Last Name:

* Email Address:

* Timezone: ▼

* Work Phone:

Home Phone:

Cell Phone:

DSN Phone:

* Address Line 1:

Address Line 2:

* City:

State: ▼

Province:

* Country: ▼



RAP Service Representatives

- Army - Terry Rivera
- Marine Corps - Tracey Reed
- Navy - Dede O'Rourke
- Air Force - Jamie Lynn Smith and Theresa Marvin
- Defense Logistics Agency (DLA) - Rosemary Smith

RELOCATION PROGRAM



Moving Made Easy

Questions?



oLearning

Modules

- DIMS
- MI
- eSAT
- Relocation Assistance Manager's Job
- How to Conduct Briefings, Workshops, and Trainings
- Performance Management



oLearn: <http://apps.mhf.dod.mil/olearn>

[MilitaryHOMEFRONT](#) | [Feedback/Help](#)

Military Community & Family Policy

Online Learning Environment

Because service members, their families, and service providers are located at installations around the world, it is not always possible to provide valuable information on quality of life programs via classroom training. Military Community and Family Policy (MC&FP) now offers online Learning modules that can be accessed anywhere in the world at any time. This learning platform is both convenient and easily accessible through this online Learning portal. The modules will range in scope from general quality of life information to required training for service providers. It is MC&FP's goal to provide information through various communication channels, such as this online Learning environment, in order to respond to the unique needs of the military community.

RELOCATION ASSISTANCE PROGRAM



Moving Made Easy

[Relocation »](#)

The Relocation Program assists service and family members with their permanent change of station moves by providing them with resources that contain vital information. These resources include planning calendars, checklists, and links to other valuable tools they will need to access at their departure and destination locations. To keep up-to-date on the newest programs and services available DoD, along with the Services' Headquarters Relocation Teams, have created on-line training that is available here. The training modules address basic functions of the Relocation Professional's job the job including: technology, communication, client services, program management and community resources. [Get started now.](#)



Create or Update Your Profile



Relocation Managers Online Learning Basic Course

[MilitaryHOMEFRONT](#) | [Feedback/Help](#)
[Welcome » Profile](#)

Create or Update Your Profile

You will need to register to begin your relocation training. To register please completely fill out the Profile information below. When you have completed the form below, select the "Create/Update Registration" button at the bottom of the page to save your changes.

This application will keep your information and recognize you when you logon in the future. If you need to update your profile you may do so at any time. Once you have completed the designated set of training modules you will receive a certificate of completion.

Fields marked with an asterisk * must be completed.

* First Name	Stephanie
* Last Name	Nordhoff
* Service/DoD Agency	United States Navy ▼
* Rank/Rate/GS Grade	CDR
	Fill in your Rank or your GS designation.
* Installation	Naval Station Norfolk
* Email Address	
	Your official .mil email address
Alt Email Address	
	Personal email address
* Work Phone	
DSN Phone	
Fax Number	



oLearn RAP Courses



Relocation Managers Online Learning Basic Course

[MilitaryHOMEFRONT](#) | [Feedback/Help](#)
[Welcome](#) » [Profile](#) » [Course Status](#)

Welcome Stephanie Nordhoff!

To begin a new module or continue a module, please make a selection from the course titles below. Next to each course title is a "Completion Status". This function will enable you to see which courses you have completed and which ones you have not.

Please select from the following list of Relocation online Learning courses.

COURSE TITLE (click to launch course)	COMPLETION STATUS
Defense Installation Messaging System (DIMS)	 None
Plan My Move (PMM)	 None
MilitaryINSTALLATIONS (MI)	 None
eSponsorship Application & Training (eSAT)	 None
Performance Management	 None
How to Conduct Briefings, Workshops & Trainings	 None
Relocation Assistance Managers Job	 None

Relocation Resources

- » [MilitaryINSTALLATIONS](#)
- » [Plan My Move](#)
- » [eSponsorship Application & Training](#)
- » [Money Talk Workshop Kit](#)
- » [Home Sweet Home Workshop Kit](#)



Military Community & Family Policy provides policy, tools, and resources to further enhance the quality of life of service members and their families. [Learn more »](#)

RELOCATION PROGRAM



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Questions?



MI Resources

- DIMS User Guide
- Plan My Move (PMM)/
MI Content Manual
- Small Installation Guide
- eSAT Resources
- FAQs
- Newsletter Archives



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Defense Installation Messaging System (DIMS)

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[Create Message](#)

[Messages](#)

[Certification](#)

[Articles](#)

[Contact Information](#)

[Major Unit Listings](#)

[Photo Gallery](#)

[Reports](#)



DIMS User Guide

- **Overview**
- **Login and registration**
- **DIMS features**
- **DIMS reports**
- **DIMS sessions**



PMM/MI Content Manual

- **To do checklist - getting started**
- **Screen shot examples**
- **Content source table - installation specific vs. standard**
- **DIMS features**
- **Report functions**
- **Topic narratives**
 - Guidelines
 - Standard articles
- **Contact directory list**



Small Installation Guide

- **Content instruction overview**
- **Location overview article guidelines**
- **Standard articles**
- **Contacts, major unit listings, and photo guidelines**
- **Contact directory list**



eSAT Resources

- User guide
- PPT
- Brochure/flyer
- FAQs
- Quick start (condensed version of user guide)
- eSAT training link

[MilitaryHOMEFRONT](#) | [Feedback/Help](#) | [FAQs](#)

eSponsorship Application & Training



Training Sponsors to Assist Relocating Service Members and Their Families

 [USER GUIDE \(PDF\)](#)

Welcome

Welcome to the eSponsorship Application

[» Sponsorship Duties Checklist](#)



FAQs

- **What if my CAC changes?**
- **What if I try to attach a file and it doesn't work?**
- **What should be included in my unit list**

Frequently Asked Questions (FAQs) on DIMS, Plan My Move and MilitaryINSTALLATIONS

DIMS

1. How do I register for the Defense Installation Messaging Service (DIMS) so that I may update my file?

You must have a CAC card to register for DIMS. The URL is <http://apps.mhf.dod.mil/dims>. For new registrants, follow the "First Time Users" instructions to apply. After your application has been approved you will receive an email notification, then you may begin sending messages through DIMS. If you have problems, contact the Help Desk at 1-888-363-6431 (1-888-DoDMHF1).

2. What if my CAC changes?

Normally, if your CAC changes at your installation or at a new location our system should automatically recognize it and there should be no change in the login process. However, if your CAC has changed due to a



Newsletter Archives

- **New monthly Relo eNewsletter**

- OSD update
- DIMS tips and reminders
- Installation highlight - best practices
- MI statistics
- Featured resources



*Relocation Assistance Program
eNewsletter Content Archives*

Please select a month to access a specific Newsletter:

March 2012	2
February 2012	9
January 2012	16

RELOCATION PROGRAM



Moving Made Easy

Questions?



Creating Messages and Updating Information

- **Messages**
- **Editing**
- **Articles**
- **Contacts**
- **Major unit listings**



Creating a DIMS Message

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Create Message

Messages

Certification

Articles

Contact Information

Major Unit Listings

Photo Gallery

Reports

Submit Request

Reset

Submit Request

Installation

[Select an Installation] ▼

Topic

[Select a Topic] ▼

Subject

Request/Change (Limit: 32000 Characters)

B *I* U **ABC** | | Styles ▼ Format ▼ |



Messages

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Create Message

Messages

Certification

Articles

Contact Information

Major Unit Listings

Photo Gallery

Reports

Search

User	BARTON.MARY.KATHERINE.1367771336	▼
Message Status	ALL	▼
Installation	ALL	▼
Show Completed/Closed Requests	☐	Go

Messages

Reset

Apply Changes

1 - 3

Message	Subject	From	Installation	Topic	Last Update	Status	Attachment
170293	Please change the phone number under Child Care Child Development Homes	BARTON.MARY.KATHERINE.1367771336	NAS Sigonella	Child Care	30-APR-12 08.48.12.000000 AM	Submitted ▼	
170292	Under Costs take out the last two sentences & Under Development HOMes (CDH)/ Family Child Care (FCC)	BARTON.MARY.KATHERINE.1367771336	NAS Sigonella	Child Care	30-APR-12 08.37.53.000000 AM	Submitted ▼	



Articles

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Create Message

Messages

Certification

Articles

Contact Information

Major Unit Listings

Photo Gallery

Reports

To view your installation content, select a content area and select your installation. Select "Go" and the content titles will be displayed. To see the content, click on the title.

This is a read only display. If you want to make changes/updates, copy the content into a DIMS message and indicate the changes that you desire.

To see all of your content leave the "Content Area" blank.

Search Criteria

Topic Area

* Installation

[Select an Installation]



Go



Articles Search Results



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Defense Installation Messaging System (DIMS)

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Create Message

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Contact Information

Major Unit Listings

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Reports

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To see all of your content leave the "Content Area" blank.

Search Criteria

Topic Area

* Installation

Articles

Settling into your new location and your new unit takes time. [MilitaryINSTALLATIONS](#) and [Plan My Move](#) are designed to assist you with information about your new location. Complementing Plan My Move and MilitaryINSTALLATIONS each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. If you want to learn how to be a sponsor, you can take a short [training module](#) found on MilitaryINSTALLATIONS, or if you are a Sponsor, you can use the [eSponsorship Application & Training](#) a secure website designed to train you on your sponsorship duties and provide sample materials for your use when communicating with your newcomer.

The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale



Article Guidelines

When submitting an article as an attachment in DIMS, please include the following information in the message field:

- What the attachment includes
- What you would like the editors to do with the content in the attachment (e.g., replace/modify specific text under the subheadings)
- Article you are referring to for placement purposes

DIMS reminders:

- Maximum URLs/websites per article (6)
- Submit installation articles separately
- Installation booklets



Contact Information



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To view your installation contacts, select a program or service and select your installation. Select "Go" and the contacts will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.

This is a read only display. If you want to make changes/updates, copy the contact(s) into a DIMS message and indicate the changes that you desire. You may test your web sites from this page. Most importantly, you can now see your e-mail addresses for your contacts. It is important to include e-mail addresses in all of your contacts.

A couple of tips:

1. To see all of your contacts leave the "Program or Service" blank.
2. The Location contact is your installation location and the default contact for MI.

Search Criteria

Search

Program or Service

Installation

Contact Results

Number of rows to Display 10

No data found.



Contact Search Results



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A couple of tips:

1. To see all of your contacts leave the "Program or Service" blank.
2. The Location contact is your installation location and the default contact for MI.

Search Criteria

Search

Program or Service

Installation

Contact Results

Number of rows to Display

row(s) 1 - 10 of 87 [Next](#)

Branch of Service	Installation	Program or Service	Hours of Operation	Contact
United States Marine Corps	Camp Lejeune	Location		87602 - Installation Address 40 Brewster Blvd. Commander, Marine Corps Base Attn: Personal Readiness and Community Support Services Camp Lejeune, NC US 28547-2519 Phone1: 910-449-9704 Fax: 910-451-5880 DSN Phone: 312-752-9704 DSN Fax: 312-751-5880 steven.schmitz@usmc.mil http://www.mccslejeune.com/ http://www.lejeune.usmc.mil/



Adding Contact Information

Tip: You can copy the table out of DIMS and paste it into a Word document and make updates in this document using Track Changes. The results display the Directory, Hours of Operation, and all Contact information. This is an easy way to see all your information in one place. Please note that contacts can be sent as a plain text file, rich text file, Word document, or Excel spreadsheet, but changes to contacts must be clearly marked.

MI contacts require physical addresses. You can have both a physical and mailing address, but you cannot have a mailing address without first supplying a physical address. For all contacts, please provide the following:

- Title
- Complete address (physical or mailing)
- Phone numbers
- Fax number
- DSN numbers
- Emails (professional email addresses only)
- Websites
- Hours of operation; for civilian time, use a.m. and p.m. (e.g., 8:00 a.m.)

Please note: The Program/Service Directory titles cannot be changed and are the same for all installations.

You may use names in emails as the MI and PMM applications use an anonymous email system so that no names will show to the public.



Contact Guidance

- **Not every Directory needs a contact**
- **Only list contacts on your installation**
- **Only one contact per Directory unless there are multiple facilities (e.g., two Child Development Centers)**
- **If multiple facilities exist, like restaurants, use your judgment**
- **Make sure each contact is complete:**
 - All information included
 - Spelled correctly
 - Phone numbers complete with area code
 - Overseas numbers written as if dialing from the States
 - URLs begin with http: or https: (no secure websites)
 - Hours of operation for the program or service, if applicable
 - Email addresses with an “@” sign and no spaces or slash marks

For complete Contact guidance, address standards and examples, screen shots of DIMS processes, and the MI Contact Directory List, please review the PMM/MI Content Manual.



Major Unit Listings



Office of Military Community Outreach

Defense Installation Messaging System (DIMS)

Monday April 30, 2012

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Create Message

Messages

Certification

Articles

Contact Information

Major Unit Listings

Photo Gallery

Reports

To view your Major Units, select your installation. Select "Go" and the Major Units will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.

This is a read only display. If you want to make changes/updates, copy the Major Unit(s) into a DIMS message and indicate the changes that you desire.

Search Criteria

Search

Installation

Contact Results

Number of rows to Display

No data found.



Major Unit Listings Search Results

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To view your Major Units, select your installation. Select "Go" and the Major Units will display 10 at a time. If you want to display more than 10, change the "Number of rows to display" dropdown.

This is a read only display. If you want to make changes/updates, copy the Major Unit(s) into a DIMS message and indicate the changes that you desire.

Search Criteria

Search

Installation Fort Irwin



Contact Results

Number of rows to Display 10



row(s) 1 - 10 of 12

[Next](#)

Major Unit	
NTC Support Battalion	Contact Information: COM: 760-380-4712 DSN: 312-470-4712
MEDDAC	Contact Information: COM: 760-380-3108 DSN: 312-470-3108



Major Unit Listings

- **Name of the major unit**
 - **A contact position if applicable (e.g., Commander)**
 - **Commercial and DSN phone numbers:**
 - COM: xxx-xxx-xxxx
 - DSN: xxx-xxx-xxxx
 - COM FAX: xxx-xxx-xxxx
 - DSN FAX: xxx-xxx-xxxx
 - **Website for the unit (if available and not secure)**
- Not permitted: addresses, or descriptions or names of individuals in the major units**

RELOCATION PROGRAM



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Questions?



Photo Additions and Attachments

- **Photo gallery search**
- **Photo suggestions**
- **Photo specifications**



Photo Gallery Search

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To view your Photo Gallery, select your installation.

Search Criteria

Installation

Photos

 [About MC&FP](#) / [Privacy & Security](#) / [Disclaimer](#) / [Plug-Ins](#)

Release 03.13.12.2



Photo Gallery



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To view your Photo Gallery, select your installation.

Search Criteria

Installation

Photos



A happy moose at the Wildpark



Photo Suggestions

- Front gate or entrance
- Family Center and/or Relocation Office
- Housing Office
- Transportation Office
- Sample of installation housing
- Floor plans of housing
- Shopping area
- Child care area
- Schools on the installation
- Major recreational areas on the installation

Tips:

- Create a “tour” with your photos
- Consult your Public Affairs Office before submitting each photo



Photo Guidelines

Images, pictures, or other artwork to appear as content must meet the following specifications:

- **Format: JPEG/JPG (preferred) or GIF files only**
- **File size: no larger than 100KB per image**
- **Maximum image size: 640x480 pixels (total pixel size no larger than 307,200 pixels)**
- **Scanned photo dpi: if scanning printed photos, scan them at 300 dpi**
- **Use 4x5 or 4x6 photos for best results**
- **Submit your photo caption or description along with your image in the message field**

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Questions?



Certification

- **Certification**
- **Quarterly certification guidelines**
- **Quarterly certification reports**



Certification

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Quarterly Certification

Installation

[Select an Installation] ▼

I certify that I have reviewed all of my installation content(articles, contacts, major unit listings and photos) and all content is current and complete according to the requirements of the PMM/MI content manual.





Quarterly Certification Guidelines

- **September 1-30**
 - **December 1-31**
 - **March 1-31**
 - **June 1-30**
-
- **Edits for the each quarter can be submitted throughout the quarter**
 - **Edits must be submitted in order to certify, but they do not have to be completed in order to certify**
 - **Certifying your installation indicates that your installation content has been reviewed and has been updated**



Quarterly Certification Reports

- **Provided to RAP Service Representatives**
- **Reports include:**
 - Certification status statistics
 - Number of messages per installation
 - Statistical comparisons between current quarter and last quarter
 - Highlighted installations reviewed for the quarter

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Questions?



Reports

- **Report criteria**
- **Available reports**



Report Criteria

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- [Certifications by Service](#)
- [eSAT - Sponsor Training Feedback](#)
- [eSAT - Sponsors Trained by Installation](#)
- [Installation Statistics](#)
- [Message Counts](#)
- [oLearn- Feedback](#)
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- [Pages/Topics Statistics](#)
- [Users by Service](#)

Criteria

Reset Criteria

Branch of Service

Major Command

Installation

Start Date (DD-MON-YYYY HH24:MI)

Ending Date (DD-MON-YYYY HH24:MI)

Go

Messages

no data found



Available Reports

- **Certifications by Service**
- **eSAT - Sponsor Training Feedback**
- **eSAT - Sponsors Trained by Installation**
- **Installation Statistics**
- **Message Counts**
- **oLearn- Feedback**
- **oLearn- Trainings**
- **Pages/Topics Statistics**
- **Users by Service**



eSAT Sponsors Trained by Installation Report



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Criteria

Reset Criteria

Branch of Service	ALL	
Installation	ALL	
Sponsor Trained (Start Date)	30-APR-2012 00:00	(DD-MON-YYYY HH24:MI)
Sponsor Trained (Ending Date)	30-APR-2012 23:59	(DD-MON-YYYY HH24:MI)
Go		

Sponsors Trained by Installation

1 - 13

Service ▼	# Trained	Installation
Air Force	4	Ramstein AB Germany
	1	Little Rock AFB AR
	1	Misawa AB Japan



Installation Statistics Report



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Criteria

Branch of Service Major Command Start Date (DD-MON-YYYY HH24:MI)Ending Date (DD-MON-YYYY HH24:MI)Installation

Installations

1 - 396

Service ▲	Installation	Page Views	Visitors
ARMY	Aberdeen Proving Ground	864	622
	Albany, NY MEPS	64	13
	Albuquerque, NM MEPS	40	20



Message Counts Report

Reports

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Criteria

Reset Criteria

Branch of Service

Major Command

Installation

Start Date (DD-MON-YYYY HH24:MI)

Ending Date (DD-MON-YYYY HH24:MI)

Messages

1 - 401

Service ▲	Installation	# of Messages	Certification Status
ARMY	Aberdeen Proving Ground	0	
	Albany, NY MEPS	0	
	Albuquerque, NM MEPS	0	
	Amarillo, TX MEPS	0	
	Anchorage, AK MEPS	0	
	Anniston Army Depot	34	Certified - Completed
	Ansbach, United States Army Garrison	3	Certified - Completed
	Atlanta, GA MEPS	0	
	Baltimore, MD MEPS	0	
	Bamberg, United States Army Garrison	2	Certified - Completed
	Baumholder, United States Army Garrison	12	Certified - Completed
	Beckley, WV MEPS	0	
	Boise, ID MEPS	0	
	Boston, MA MEPS	0	
	Buffalo, NY MEPS	0	
	Butte, MT MEPS	0	
	Camp Parks	0	
	Camp Zama	1	Certified - Completed
	Carlisle Barracks	3	Certified - Completed
	Charlotte, NC MEPS	0	
	Chicago, IL MEPS	0	
	Cleveland, OH MEPS	0	



Users by Service Report

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Criteria

[Reset Criteria](#)

Branch of Service

Major Command

[Go](#)

Users

1 - 320

Service ▲	Installation	Major Command	Last Name	First Name	Role	Email Address	Phone	Days Since Last Login
ARMY	All Army Installations		Clouthier	Henry	Unit Leader	henry.w.clouthier.mil@mail.mil	753-8008	
			Donley	Bettye		bettye.H.Donley.civ@mail.mil	210-466-1191	15
			Grant	Elizabeth	Headquarters Representative	elizabeth.m.grant2.civ@mail.mil	7038063693	35
			Mullinax	Amanda	Primary Relocation Personnel	amanda.c.mullinax@us.army.mil	256-235-7231	
			Smith	Pamela		pamela.smith.ctr@mhf.dod.mil	701.263.3351	0
			Valentine	Charles	Unit Leader	charles.robert.valentine@us.army.mil	315-730-2760	
			huynh	man	Unit Leader	man.huynh@us.army.mil	315-753-7330	
	Aberdeen Proving Ground	IMCOM-NERO	Cromartie	Wilhelmina	Primary Relocation Personnel	wilhelmina.cromartie@us.army.mil	410-278-2464	7



Pages/Topics Statistics Report

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Criteria

Start Date (DD-MON-YYYY HH24:MI)
 Ending Date (DD-MON-YYYY HH24:MI)
 Installation

Topics

1 - 34

	Topic	Page Views	Visitors
1	Relocation Assistance	8	6
2	Employment - Overview	16	13
3	Housing - Temporary	27	24
4	Special Needs - Health Care	3	3
5	Special Needs - EFMP Enrollment	3	3
6	Emergency Assistance	4	3

RELOCATION PROGRAM



Moving Made Easy

Questions?



Messages

- **Creating messages in DIMS**
- **Attachments**
- **Guidelines for submitting edits**
- **Email notifications**
- **Replying to email notifications**
- **Accessing DIMS message list**



Creating Messages in DIMS

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Create Message Messages Certification Articles Contact Information Major Unit Listings Photo Gallery Reports

Submit Request

Installation Topic

Subject

Request/Change (Limit: 32000 Characters)

B **I** **U** ABC | | Styles Format



Attachments

- **Narrative contents**
- **Contacts**
- **Format**
- **File size**
- **Image size**



Attaching Files

Subject

Request/Change (Limit: 32000 Characters)

B *I* U **A** **B** **C** | Styles | Format | ABC |

My Recent Documents

Desktop

My Documents

My Computer

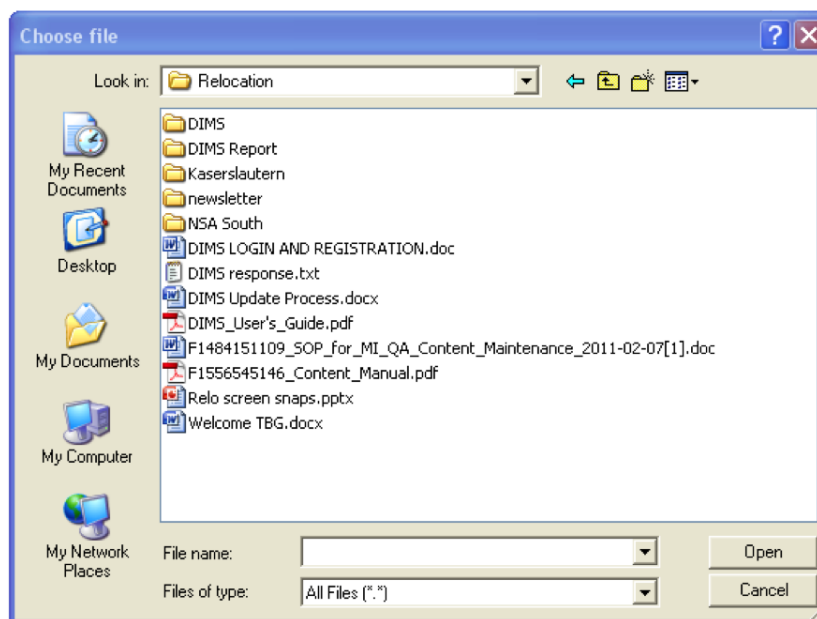
My Network Places

Path:

Attachment (Chain/Directory Path to attachment is limited to 85 characters)

Browse...

Submit Request





Guidelines for Submitting Edits

- **Step 1: Select installation and topic**
 - **Step 2: Enter subject**
 - **Step 3: Enter contact information**
 - **Step 4: Submit**
- * The editor's goal is to make your changes/additions within four business days.**



Attachment Example

Green = Delete

Yellow = Add

MI Narrative Updates

Installation: Yorktown

Date: 12.10.2009

Topic: Installation Overview

Population Served

Military bases in close proximity to the Weapons station are Naval Station Norfolk, **Naval Amphibious Base Little Creek** **Joint Expeditionary Base Little Creek - Fort Story**, Naval Air Station Oceana, Norfolk Naval Shipyard and Portsmouth Naval Hospital. Together, they support approximately 85,000 joint force military personnel with an additional 120,000 family members, over 68,000 retirees and 27,439 DoD personnel and civilian employees. Also, in close proximity to the Weapons Station are the Army's Fort Eustis and Fort Monroe, the Air Force's Langley AFB and the Coast Guard Training Center at Yorktown.



Attachment Using Track Changes

Processing Procedures

When first reporting onboard Camp Pendleton, all personnel, with the exception of students, are required to report to the Joint Reception Center (JRC), Bldg. ~~127130132~~, located on ~~main~~side. Students are required to check in directly with their school. All ~~servicemembers~~ must report in service "A" uniform. The JRC will look at your orders and tell you where you need to report next. For filing your travel claim, see your S-1, unit Disbursing ~~Office~~[LC1].

Navy Personnel

Navy personnel assigned to the Naval Hospital should report to the Officer of the Day at the Quarter Deck, Bldg. H-100. The OOD or Command Duty Officer will be there 24 ~~hrs~~ a day. All other Naval personnel should check-in with their appropriate command (ACU-5, Dental, 1st FSSG, etc.).

Travel Planning

Temporary Lodging

All personnel checking into Camp Pendleton are advised to make reservations for Temporary Lodging and/or Billeting up to 1 year in advance due to the large number of personnel incoming to and outgoing from Camp Pendleton. The summer months are extremely busy for PCS moves, so PLAN AHEAD!

Welcome Aboard Orientation

The Welcome Aboard Orientation is held from 8:00 ~~a.m.~~ - 120:00 am on ~~Tuesdays~~ ~~Wednesdays~~ at the Joint Reception Center, Building 130132, providing relocation information to new arrivals. Spouses are highly encouraged to attend. Call toll free 1-800-253-1624 or 760-725-5704/3802 for more information. The Relocation Assistance Program is designed to assist you with all of your relocation needs to include information and referral services.

What to do if you Get Married ~~Enroute~~

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them, the military will not pay for travel and housing of your spouse if you do not follow proper procedures.



Email Notifications

Status Messages from DIMS

- **Request for clarification/additional information**
- **Closed messages**
- **Edits completed - please review**



Request for Additional Information/Clarification

- **Email notification**
- **Hyperlink to DIMS message strand**
- **Link goes to the Message Reply form**
- **Sequence of messages that apply to request**



Message Example

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Message Reply (170293)

[Reset](#)

[Send Reply](#)

Installation
NAS Sigonella

* **Topic**
Child Care

* **Message Status**
Submitted

Subject
Please change the phone number under Child Care Child Development Homes

From: Mary Barton (30-APR-12 08.48.12.000000 AM)

CC:

Please change the phone number in the last sentence under Child Development Homes (CDH)/ Family Care (FCC)

It reads:

314-624-3710 (off base) 314-624-3710

change to

314-624-3736 (off base) 095-56-3736.

for questions please contact Mary Barton Mary.Barton@eu.navy.mil

314-624-4291/ 011-39-095-56-4291.

Thank you.

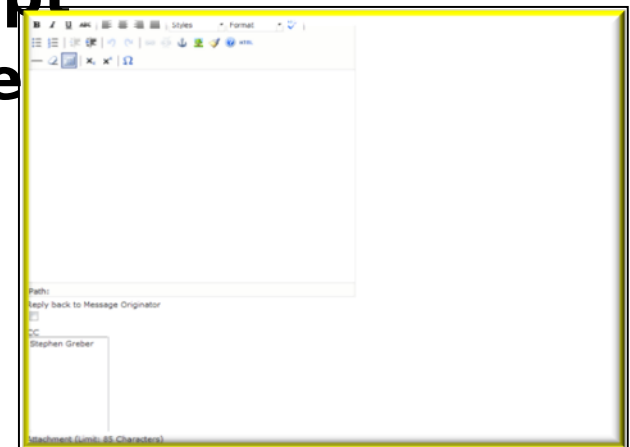
V/r,

Mary Barton



Message Reply Guidelines

- **Add comments, answer questions, or explain or clarify your request in the Reply area**
- **Scroll down the page until you see the Reply area**
- **Add your message and any attachments**
- **Select Send Reply to send your message**
- **You will *not* get a “return receipt”**
- **You will only receive a message there is a need for additional clarification and/or when the work is completed**





Completed Messages

- **Completed status email**
- **Editorial team goal**
- **Live edits**
- **Review**
- **Corrections**



Accessing DIMS Message List



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Search

User	ALL
Message Status	ALL
Installation	ALL
Show Completed/Closed Requests	☐
Go	

Messages

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Message	Subject	From	Installation	Topic	Last Update	Status	Attachment
170293	Please change the phone number under Child Care Child Development Homes	BARTON.MARY.KATHERINE.1367771336	NAS Sigonella	Child Care	30-APR-12 08.48.12.000000 AM	Submitted	

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Questions?